Excursions and Activities Policy

Teamwork – Honesty – Respect – Belonging
2015-2016

Rationale
Activities such as excursions, incursions and camps are developed to broaden student experience and complement the school curriculum. An excursion is an offsite visit for learning purposes (including camps and adventure activities). An incursion is when a guest speaker or educational provider comes onto school grounds for learning purposes.

The focus of activities should be to extend and enrich the students’ experience and understanding and expose students to learning experiences that they might not otherwise have. They may also provide students with the opportunity to participate in sporting, cultural, community or citizenship events.

The purpose of this policy is to ensure that excursions and incursions are planned effectively and conducted safely.

Planning and Approvals
When undertaking activity planning, principals, teachers, school council and others involved in school activities (including camps and adventure activities), must anticipate the possibility of litigation following an incident or injury. They must be prepared for a detailed examination of their planning, actions and the curriculum role of any activity.

• The School Principal will ensure that appropriate emergency and risk management planning is undertaken for activities.
• All activity staff and where appropriate, students, must be made familiar with emergency procedures for each excursion or incursion.
• Activity planning must cover arrangements if the activity needs to be cancelled or recalled (for example, due to forecast severe weather conditions).
• School Council must approve overnight excursions, camps, interstate and international visits, excursions requiring sea or air travel, excursions involving weekends or vacations and adventure activities. The School Principal must approve non-adventure single day excursions (other than those detailed above that must be approved by the school council).
• For an excursion requiring school council approval the approval proforma must be completed and submitted to the school council before the excursion can proceed. Organising staff must complete an Activity Approval Form (see Appendix A) for all activities and submit this to the Principal for approval, along with an Activity Risk Assessment (see Appendix B) as early as possible before the event.
• Organising staff must log details of the excursion or camp onto the online Notification of School Activity Form three weeks prior to the activity at: https://www.eduweb.vic.gov.au/forms/school/sal/enteractivity.asp
• Organising staff must complete a SAHPS Activity Checklist (see Appendix C) to support effective communication and to support appropriate excursion/incursion planning and safety.
• Organising staff must obtain quotes for costings (bus, venue, food, etc.) and see the Business Manager (Michelle Smith) for costing per student. Purchase orders must be completed.
• When planning activities, organizing staff should ensure that adequate and appropriate preparation of staff and students takes place. This should include organizational arrangements, safety arrangements, that staff and students have appropriate clothing and personal equipment, expected standards of student behaviour and that in extreme cases students may be sent home from an excursion at the cost of the parents.
• Organising staff must ensure that that continuous instruction is provided for students remaining at the school during the absence of staff accompanying the excursion
• All records pertaining to activities are to be maintained, including documentation of the planning process.

Permission

• The St Albans Heights Primary School Activity permission note template must be used to draft permission notes (see Appendix D). A draft of the activity permission note must be proof read by a member of the Leadership Team and sent to Carole Murador who will finalise and arrange distribution.
• For excursions and incursions permission notes must go home 3 weeks prior to the activity date. This allows parents/caregivers 2 weeks for payment as payments must close 1 week prior to the activity to allow for reconciliation. For camps and more costly activities a longer time frame must be given for families to arrange payment.
• Signed and dated permission notes that clearly outline the activity dates and times must be signed by a parent or caregiver prior to any activity. Any payments must also be made before any excursion or incursion
• If written permission is unable to be obtained, a parent or caregiver may give a verbal agreement that their child is able to attend the activity. This is to be noted with the date and preferably a witness. Parents/caregivers will be required to sign the permission form on return to school.
• In the case of a local walking excursion, parents/caregivers may sign the walking permission note to last for the duration of the school year. This will only apply if no money is to be collected for the excursion and the excursion is within accessible walking distance.
• In the case of a local walking excursion, parents will still be notified of dates, times and the purpose of the walking excursion as a courtesy.

Communication

• Parents/caregivers will be advised of contact telephone numbers (both during and outside school hours) for the designated school contact person in the event of an emergency.
• During an activity, if parents have reason to believe an emergency may have occurred (such as a media report) they should be informed that in the first instance they should call the school based contact person and not personnel on excursion as this will keep the telephone lines free at the excursion site.
• Consent forms must remain at the school with the designated school contact person and copies of each form must be taken on the excursion by the teacher in charge.
Emergencies

• In the event of an emergency, accident or injury, staff on the excursion will:
  • take emergency action
  • immediately notify the School Principal, who will make arrangements for the Departments Security services (Emergency management Unit) to be contacted on 95896266

Supervision

• Emergency procedures should include the effects of an emergency on student supervision in the event of activity staff being required to assist injured students or go for help.
• Students who may have difficulty communicating in an emergency because of age or disability should wear identity tags on excursions.
• Students will travel in buses with seatbelts, where possible.
• St Albans Heights Primary School will observe a minimum 1:20 adult staffing ratio for all day excursions, 1:10 for overnight excursions and camps (in residential premises or under canvas) and 1:15 for study camps in residential premises.
• Adventure activities each have specific safety guidelines and adult staffing ratios which can be found at the website below: http://www.education.vic.gov.au/school/principals/health/Pages/outdooractivity.aspx
• The specific roles and responsibilities of each staff member (teachers, instructors, campsite staff, volunteers, etc.) must be clarified and understood by all staff and students prior to the commencement of the activity.
• Activity staff who will provide supervision of students and who are not registered teachers must have a Working with Children check.
• To ensure appropriate and effective levels of supervision, activity planning should take into account:
  • the experience, qualifications and skills of staff (including volunteers, instructors, etc.)
  • the age, maturity, physical characteristics and gender of students
  • the ability and experience of the students (including documenting prerequisite skills required e.g. ability to swim for water activities).
  • the size of the group
  • the nature and location of the excursion
  • the activities to be undertaken
  • requirements outlined in the Safety Guidelines for Education Outdoors, for specific adventure activities

First Aid

• At least one staff member responsible for each group of students must have a current first aid and CPR qualification.
• Staff must also have a first aid kit appropriate to the excursion location and activities undertaken.
• Organising staff will ensure there are adequate records of student and staff medical information.
Risk Management

• An assessment of activity risks must be undertaken and emergency plans approved by the School Principal prior to the event. Organising staff must complete an Activity Risk Assessment (see Appendix B) as early as possible before the event.

• The Departments website providing a step-by-step process for identifying and dealing with risks to the health and safety of staff and students during an excursion can be found at: http://www.education.vic.gov.au/school/principals/health/Pages/outdoorrisk.aspx

• Before the program commences the Principal should have a copy of all the approval documentation. This includes detailed information that may be needed in an emergency such as:
  • the exact location of the activity participants at all times, including during travel
  • the relevant telephone number/s through which excursion staff may be contacted in an emergency
  • the names and family contacts for all students and staff
  • copies of the parental consent and medical advice forms of students
  • a copy of the program's emergency response plan

  The Principal Checklist (Appendix E) can be used to support the planning and to ensure the School Principal has met their responsibilities.

Fire danger or ban

• Principals may need to cancel excursions at short notice on days of extreme fire danger or total fire ban. On such days, the Security Services Unit liaises with fire authorities to obtain up to date information for communication to schools that may be affected by wildfire, including schools who may have students attending camps or other venues in areas affected by wildfire. If an excursion is not cancelled, special fire safety precautions will be required.

• When required, schools must follow the Department’s Emergency Management (bushfires) procedures for off-site activities for all excursions.

References:


This policy was ratified by School Council on 27th July 2015

Principal: Helen Otway
President: Yoko

This policy will be reviewed in 2016.
Name of the program:
Year level:
Date(s):
Venue:
Address:
Ph. No:

If overnight give details of accommodation type:

Name of teacher in charge:
Mobile of teacher in charge:

**Educational purpose**

How will the excursion benefit the learning program?

How will students be prepared for the excursion?

How will the excursion be followed up at school?

**Program details**

Date & Time of departure_________________ Date & Time of return__________________________

Itinerary of activities:

Supervision strategy for all aspects including travel, groups, lunch etc.:
A risk management plan for the excursion must be completed and attached with this submission. Guidance on the risk management process is available in the Resources section of the DET website under Risk Management.

### Transport

Type of transport and seating capacity:

Will staff member/s be driving students? Yes/No

If yes, list the driver/s:

How far is the destination?

### Costs

**Complete and attach St Albans Heights Activities Costing Sheet**

### Students and staff information

Number of students attending and grades:

Staff attending and mobile numbers:

Other adults attending:

First aid officer:

Ratio:

### Documentation

- **Signed informed consent from parents/guardians**
- Risk management plan completed
- Planning and approval form completed
- Contact details of school, emergency contacts, and parents
**Signatures and approvals**

Acknowledgement by the teacher-in-charge that all required documentation indicated on this form will be completed 3 weeks prior to the program starting.

**Teacher-in-charge:**

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<th>Name</th>
<th>Signed</th>
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Acknowledgement of receipt of *approval proforma* for activities 3 weeks prior to the program.

**Principal:**

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**ONCE SIGNED AND COMPLETED THE FORM MUST GO TO THE OFFICE FOR ADMINISTRATION PURPOSES.**